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# ARRANGEMENTS FOR INTERGOVERNMENTAL MEETINGS

**Note by the Executive Secretary**

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# I. INTRODUCTION

## A. Mandate

1. Article 8, paragraph 2, of the Convention provides that the functions of the secretariat shall be, *inter alia*, "to make arrangements for sessions of the Conference of the Parties and its subsidiary bodies ... and to provide them with services as required". In order to make the necessary arrangements for intergovernmental meetings, the secretariat periodically seeks guidance from Parties.

## B. Scope of the note

2. Section II of this note contains information on organizational arrangements for the eighth session of the Conference of the Parties (COP 8) and an overview of the possible elements of a provisional agenda for COP 8, which is contained in annex I below. It also contains proposals for the organization of work of the session. Section III raises a number of issues concerning the arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP), in anticipation of the entry into force of the Kyoto Protocol. Section IV discusses concerns raised by Parties and members of the Bureau about the programme for future sessions of Convention bodies, in particular the pattern of meetings of Convention bodies and the large number of requests for workshops. Section V deals with the latest developments concerning the budget for conference services and section VI addresses the date and venue for the ninth session of the Conference of the Parties (COP 9).

## C. Possible action by the Subsidiary Body for Implementation

3. Guidance is invited from the Subsidiary Body for Implementation (SBI) on the matters raised in this note, in particular on:

(a) Possible elements of a provisional agenda for COP 8;

(b) The organization of the work of COP 8, including meetings of the subsidiary bodies, and participation by ministers and senior officials;

(c) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;

(d) The programme for future sessions of Convention bodies;

(e) The budget for conference services; and

(f) A recommendation to COP 8 on the date and venue of COP 9.

# II. EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES

## A. Host country agreement

4. At its seventh session, the Conference of the Parties (COP), by its decision 37/CP.7, decided that the eighth session of the Conference of the Parties (COP 8) would be held from 23 October to 1 November 2002 (see FCCC/CP/2001/13/Add.4, section V). In this decision, the COP also noted with appreciation the expression of interest of the Government of India in hosting COP 8, and requested the Bureau to decide on the venue of COP 8 at its next meeting. At its meeting on 17 January 2002, the Bureau, following a proposal by the President, accepted the generous offer of the Government of India to host COP 8. This was communicated to all Parties in an information note dated 28 January 2002.

5. At this same meeting, the Bureau requested the Executive Secretary to conclude a host country agreement with the Government of India on arrangements for COP 8. The session will be held at the Vigyan Bhawan Conference Centre in New Delhi. Discussions are under way between the secretariat and the host Government on arrangements for the session, including the host country agreement. Further consultations will be held with the Government of India and additional information will be conveyed orally to the SBI at its sixteenth session.

### B. Possible elements of a provisional agenda

6. Rule 9 of the draft rules of procedure, being applied, provides that "in agreement with the President, the secretariat shall draft the provisional agenda of each session" (see FCCC/CP/1996/2). A list of possible elements of a provisional agenda for COP 8 has been prepared by the secretariat, after consulting the Bureau, and is contained in annex I below. Most of the elements of the provisional agenda for COP 8 are on the agendas of the subsidiary bodies for the current sessions and will also be on the agendas for their seventeenth sessions. This should permit substantive progress to be made in preparing for COP 8.

7. The agenda elements are organized in six main groups:

(a) Organizational and procedural matters;

(b) Reports of the subsidiary bodies on their work;

(c) Convention implementation issues;

(d) Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;

(e) Administrative and financial matters; and

(f) General statements.

8. The list of possible elements is similar to the agenda of COP 6. The item entitled "Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention" has been included, accompanied by an explanatory note, in accordance with the request of the COP at its seventh session (see FCCC/CP/2001/13, paras. 29 to 30). This maintains the status quo as it emerged from COP 7.

9. The item entitled "Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol" includes the sub-item "Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions". This sub-item will include, *inter alia*, matters concerning guidelines under Articles 5, 7 and 8; Article 7, paragraph 4; and policies and measures. In addition, the sub-item "Matters relating to Article 2, paragraph 3, of the Kyoto Protocol" has been included at the request of Saudi Arabia, in accordance with rule 10 (d) of the draft rules of procedure, being applied.

### C. Organizational matters

#### 1. Overview of the sessional period

10. COP 7 marked the conclusion of the phase of negotiations concerning the Buenos Aires Plan of Action. In addition to completing some unfinished business and carrying out important regular work, COP 8 presents an opportunity for Parties to send a political signal on efforts to move forward with the implementation of the Convention and the entry into force of the Kyoto Protocol.

11. The sessional period would be organized as follows:

(a) COP 8 would open on Wednesday, 23 October at 10 a.m. The opening meeting would go through item 1 of the provisional agenda, including the election of the President, and adopt the agenda for the session (see annex I below). The President of COP 7 will open and preside over COP 8 until the election of the President for the session (see rules 23 and 26 of the draft rules of procedures, being applied). The President of COP 7 will call for the election of His Excellency Mr. T. R. Baalu, Minister of Environment and Forests for the Government of India as the President of COP 8;

(b) Upon completion of item 1 and adoption of the agenda, the Conference would go into recess;

(c) The subsidiary bodies would be convened after the opening plenary meeting of the COP and meet until Tuesday, 29 October for their seventeenth sessions. They would attempt to finalize as many matters as possible and transmit their results to the COP;

(d) The President of COP 8 would be able to hold bilateral and group consultations on key issues during the first week. He would also chair the meetings of the Bureau;

(e) The COP could convene in plenary at the mid-point of the session to review the progress of work of the subsidiary bodies, address other agenda items, and review the results of the President's consultations;

(f) On Wednesday, 30 October, the Conference would be convened to hear reports from the Chairmen of the subsidiary bodies on the results of their work, and to conduct other business;

(g) The high-level segment of COP 8 would open on Wednesday, 30 October. Ministers and senior officials would attend COP 8 from Wednesday, 30 October until Friday, 1 November. They would deliver brief policy statements, give advice to negotiators, and could participate in a round-table discussion on matters such as the implications of the outcome of the World Summit on Sustainable Development, review of the implementation of the Convention, or perspectives to 2008.

12. A tentative overview of the proposed scenario for the sessional period is contained in annex II below. The SBI is invited to give guidance on the proposed scenario, especially on the possibility of convening a high-level ministerial round-table discussion and, if so, on what matter.

## 2. Rules of procedure

13. As the Conference of the Parties has not been able to adopt its rules of procedure, the draft rules of procedure will continue to be applied, with the exception of draft rule 42, until the rules are adopted by the Conference. The President of COP 7 has stated that he would conduct informal consultations with Parties on this issue and report back to the COP at its eighth session (see FCCC/CP/2001/13, paras. 21 to 23).

## 3. Officers

14. Rule 22 of the draft rules of procedure, being applied, provides that "at the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They shall serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing States. The offices of President and Rapporteur shall

normally be subject to rotation among the five regional groups." This rule further states that "no officer may serve on the Bureau for more than two consecutive terms of one year."

15. Consultations will be required to determine the officers of the Bureau of COP 8, as well as the officers of the subsidiary bodies, as appropriate. The President of COP 7 will begin informal consultations on the nomination of officers of the Bureau of COP 8 during the sixteenth sessions of the subsidiary bodies.

16. At the first plenary meeting, the President of COP 7 will call for the election of the President of COP 8 (see paragraph 11 (a) above). The elected President of COP 8 will invite the Conference to elect the remainder of its officers and the Chairmen of the subsidiary bodies. This election will take place at the beginning of the session, if consultations on the nominations to the Bureau of COP 8 have been completed. If further consultations are needed, the election of the other officers could be deferred, with the existing Chairmen of the subsidiary bodies continuing in office until their successors are elected. Rule 27 provides that "each subsidiary body shall elect its own Vice-Chairman and Rapporteur". It is proposed that the subsidiary bodies be invited to elect their remaining officers.

### 4. Participation

(a) Notification and attendance

17. Rule 5 of the draft rules of procedure, being applied, provides that "the secretariat shall notify all Parties of the dates and venue of a session at least two months before the session is held." Formal notification of the eighth session of the COP will be communicated in due course to all Parties through their national focal points, diplomatic missions in Germany, permanent missions in Geneva and other diplomatic channels. The notification will advise that the representatives of Parties be provided by their Governments with full powers to participate in the session, including the possibility to vote and serve as officers of the eighth session and of any sessional bodies, and as officers of the subsidiary bodies and other bodies established under the Convention.

(b) Financial support for participation

18. As at previous sessions of the COP, and subject to the availability of funds, the secretariat hopes to extend funding to all eligible Parties. At the time of writing, the level of the Trust Fund for Participation in the UNFCCC Process has been depleted to the point where funding of normal participation, let alone any expansion thereof, is at risk. No funds are currently available for COP 8. It is to be hoped that contributions to the Trust Fund will be forthcoming in the next few months so that funding will be available for each eligible Party to attend COP 8.

## III. ARRANGEMENTS FOR THE FIRST SESSION OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE KYOTO PROTOCOL

### A. Anticipation of the entry into force of the Kyoto Protocol

19. Parties may recall that the Kyoto Protocol (hereinafter referred to as the Protocol) shall enter into force on the ninetieth day after the date on which not less than 55 Parties to the Convention, incorporating Parties included in Annex I which accounted in total for at least 55 per cent of the total carbon dioxide emissions for 1990 of the Parties included in Annex I, have deposited their instruments of ratification, acceptance, approval or accession with the Secretary-General of the United Nations. Any

instrument deposited by a regional economic integration organization shall not be counted as additional to those deposited by States members of the organization. (See Article[1] 25, paragraphs 1 and 4.)

20. As at 21 March 2002, 50 Parties have deposited instruments of ratification or accession with the Secretary-General of the United Nations. This includes two Annex I Parties accounting for 2.4 per cent of the Annex I emissions for 1990.

21. The Protocol also states that the first session of the Conference of the Parties serving as the meeting of the Parties (COP/MOP 1) shall be convened by the secretariat in conjunction with the first session of the COP that is scheduled after the date of the entry into force of the Protocol (see Article 13, paragraph 6). Based on information currently available to the secretariat, it is expected that COP/MOP 1 could be held in conjunction with COP 9. The secretariat is, in the meantime, making contingency preparations for convening the full session of COP/MOP 1 with COP 8. However, sufficient time will be required by the secretariat to prepare adequately for this first full session of the COP/MOP: to draft the provisional agenda, decisions for adoption and other documentation, make logistical arrangements, and notify Parties.

## B. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Protocol

22. The Kyoto Protocol and the Marrakesh Accords provide for a considerable number of decisions to be adopted at COP/MOP 1. More substantive work is required on some issues, and these will be reflected in the agendas of the subsidiary bodies and the COP.

23. The Protocol states that the COP, the supreme body of the Convention, shall serve as the meeting of the Parties to the Protocol (COP/MOP) (see Article 13, paragraph 1). There are a number of procedural issues to be considered in the context of launching this new intergovernmental body. These issues are raised to clarify, in particular, the role of Parties to the Convention *vis-à-vis* the role of Parties to the Protocol. The central issue is the degree of integration in the working arrangements of the COP and the COP/MOP, while respecting their different composition and mandates. The procedural issues include how to deal with "common issues" of concern to the COP and the COP/MOP, the organization of the sessions of the COP and the COP/MOP and their respective subsidiary bodies, the election of officers of the COP and the COP/MOP, and their respective subsidiary bodies and, if required, the preparation of rules of procedure and financial procedures for the COP/MOP.

### (a) Issues of common concern to the COP and the COP/MOP

24. There are a number of issues which are of common concern to the COP and the COP/MOP, as provided under the Convention and the Kyoto Protocol. These "common issues" include *inter alia*:

(i) National greenhouse gas inventories and national communications under Article 12 of the Convention and Article 7 of the Kyoto Protocol;

(ii) Review of greenhouse gas inventories and national communications under the Convention and the Kyoto Protocol in accordance with relevant decisions of the COP and COP/MOP;

(iii) Policies and measures under Articles 4.2 and 7.2 of the Convention and Article 2 of the Kyoto Protocol;

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[1] References to Articles in this document refer to Articles of the Kyoto Protocol unless otherwise stated.

(iv) Capacity building under Article 4 of the Convention and Article 10 of the Kyoto Protocol;

(v) Financial mechanism under Article 11 of the Convention and Article 11 of the Kyoto Protocol.

25. One possible option for addressing these "common issues" is to include the items on both the agendas of the COP and the COP/MOP, with reporting requirements for each body on its work. Another option is to include the items on the agenda of only one body, with a reporting requirement to the other body. In considering how to address these "common issues", the sequencing of the sessions of the COP and COP/MOP should also be taken into account (see paragraph 27 below).

26. The SBI may wish to recommend to the COP and the COP/MOP options for addressing the "common issues" under the Convention and the Protocol.

(a) Organization of the sessions of the COP and the COP/MOP, and their respective subsidiary bodies

27. The Protocol states that sessions of the COP/MOP shall be convened in conjunction with sessions of the COP, unless otherwise decided by the COP/MOP (see Article 13, paragraph 6). This raises questions about the sequence and duration of sessions of each body, assuming they would also be held in conjunction with the sessions of the subsidiary bodies. Among the options to be considered in sequencing the sessions of each body are:

(i) Consolidated meeting of the COP and the COP/MOP, with a common agenda;

(ii) Sequential meetings (COP followed by the COP/MOP, or vice versa);

(iii) Parallel meetings of the COP and the COP/MOP (as is the current practice during the sessional period of the COP and the subsidiary bodies).

28. Participation in the COP/MOP by observer States should also be taken into account in the organization of the sessions. Parties to the Convention that are not Parties to the Protocol may participate as observers in the proceedings of the COP/MOP. However, decisions by the COP/MOP shall only be taken by Parties to the Protocol (see Article 13, paragraph 2).

29. The Protocol also provides that sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation of the Protocol shall be held in conjunction with the sessions of, respectively, the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation of the Convention (see Article 15, paragraph 1, of the Kyoto Protocol). Does this imply that separate sessions of the subsidiary bodies of the Convention and Protocol are envisaged? If so, the options outlined in paragraph 27 above could also be considered in sequencing the sessions of the subsidiary bodies.

30. The sequence of the sessions of the COP and the COP/MOP may also affect the pattern of meetings of Convention bodies as discussed in paragraphs 38 to 42 below.

31. The SBI may wish to recommend to the COP and the COP/MOP options for organizing the sessions of the COP and COP/MOP, and their respective subsidiary bodies.

(b) Officers of the COP and the COP/MOP, and their respective subsidiary bodies

32. The Protocol provides that when the Conference of the Parties serves as the meeting of the Parties to the Protocol, any member of the Bureau of the COP representing a Party to the Convention but,

at that time, not a Party to the Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to the Protocol (see Article 13, paragraph 3). It also provides that when the subsidiary bodies established by Articles 9 and 10 of the Convention exercise their functions with regard to matters concerning the Protocol, any member of the Bureaux of those subsidiary bodies representing a Party to the Convention but, at that time, not a party to the Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to the Protocol (see Article 15, paragraph 3).

33. The SBI may wish to recommend to the COP and the COP/MOP procedures for electing the replacement officers of the Bureaux of the COP/MOP and the subsidiary bodies of the Protocol.

(c) Rules of procedure for the COP/MOP

34. The Protocol provides that the rules of procedure of the COP applied under the Convention shall be applied *mutatis mutandis* under the Protocol, except as may be otherwise decided by consensus by the COP/MOP (see Article 13, paragraph 5).

35. The draft rules of procedure of the COP are yet to be adopted, but have been applied by the Conference, with the exception of rule 42. The COP/MOP may wish to apply the draft rules of procedure of the COP, or to adopt separate rules of procedure to address issues such as replacing officers of the Bureaux of the COP/MOP and the subsidiary bodies, and decision-making. The SBI is invited to consider these issues and to make a recommendation to the COP and the COP/MOP.

(d) Financial procedures for the COP/MOP

36. The Protocol provides that the secretariat established by the Convention shall serve as the secretariat of the Protocol, and the arrangements made for the functioning of the secretariat shall apply *mutatis mutandis* to the Protocol (see Article 14). It also states that the financial procedures applied under the Convention shall be applied *mutatis mutandis* under this Protocol, except as may be otherwise decided by consensus by the COP/MOP (see Article 13, paragraph 5).

37. In decision 15/CP.1, the COP adopted financial procedures for itself, its subsidiary bodies and the secretariat. The COP/MOP may wish to apply the financial procedures of the COP, or to adopt separate financial procedures. The SBI is invited to consider these issues and to make a recommendation to the COP and the COP/MOP.

## IV. PROGRAMME FOR FUTURE SESSIONS

38. At the meeting of the Bureau of the COP held on 17 January 2002, some members raised concerns about the way the Convention process is organized. Concerns were raised in particular about:

(i) The pattern of meetings of Convention bodies (such as the frequency and duration of sessions);

(ii) The large number of requests for workshops;

(iii) Funding for these workshops; and

(iv) The impact of the organization of the Convention process on the work of Parties and the secretariat.

Reference was also made to concerns expressed by one delegation about the negotiating process (see FCCC/CP/2001/MISC.9). The Bureau called for a review of the format, efficiency and structure of

the work of the COP and the subsidiary bodies in the light of available resources. The President invited the secretariat to prepare a paper on the issues raised for consideration at the sixteenth session of the SBI.

(a) Pattern of meetings

39. The calendar of meetings, adopted by the COP at each session, is used by the secretariat in making advance bookings for venues and organizing logistical arrangements for future sessions. Each calendar year includes two sessional periods, each sessional period consisting of two weeks (see annex III below for the sessional period 2003-2007). The practice hitherto has been to convene the sessions of the subsidiary bodies in the first sessional period, and sessions of the subsidiary bodies in parallel with the sessions of the COP in the second sessional period.

40. Questions have been raised about whether to continue the current practice of simultaneous sessions of the COP and the subsidiary bodies. The SBI may wish to re-examine this practice, taking into account available resources, possible increases in the efficiency of the process, and the time required by delegations and the secretariat to organize and prepare for each session.

41. Among the issues to be considered are whether to separate the sessions of the COP and sessions of the subsidiary bodies, whether sessions of the subsidiary bodies could be reduced to one week, and, if so, how many sessions of the subsidiary bodies should be held before the COP, and whether sessions of the COP should be held biennially.

42. Any change in the pattern of meetings would need time for its efficient implementation. Moreover, such a decision would need to address the implications for the core budget, the Trust Fund for Participation in the UNFCCC Process, the agendas of the sessions, the documentation cycle, and intersessional workshops, meetings and consultations.

43. The SBI is invited to consider these issues and to make recommendations to the COP which could result in improving the pattern of meetings of the Convention process.

(b) Intersessional workshops

44. Intersessional workshops have become an important contribution to the UNFCCC process. They are organized pursuant to decisions by the COP and the subsidiary bodies and are important vehicles for obtaining informal advice and input from experts to assist the work of the secretariat and the development of proposals for Convention bodies. Workshops also serve as an opportunity for the exchange of information among Parties, and help to build consensus on possible courses of action outside the more politically charged environment of a formal session.

45. Parties have, however, expressed concern at the proliferation of requests for workshops.[2] Problems have also arisen in securing funds for the large number of workshops proposed for the calendar year 2002, and in any move to give preference to particular workshops for funding. Due to the increasing requests for workshops and the lack of sufficient funding for their organization, the secretariat consulted with the Bureau on how to proceed and how to maintain a balanced package of workshops. Other options for convening the workshops were explored, such as meetings using the Internet and e-mail, and scheduling some workshops just before the start of the sixteenth sessions of the subsidiary bodies.

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[2] The intersessional calendar is also increasingly marked by events of bodies of the Convention such as the executive board of the clean development mechanism, the expert group on technology transfer, the least developed countries expert group, the consultative group of experts on national communications from non-Annex I Parties. These meetings affect the scheduling of workshops and also require funding.

46. Workshops are held subject to the availability of funds. They are funded for the most part through the Trust Fund for supplementary activities and, in some cases, limited funds allocated from the Bonn Fund for workshops held in Bonn. Funding for participation is normally provided to participants from Parties that are developing countries or countries with economies in transition (EITs) based on the same criteria as are applied under the Trust Fund for Participation in the UNFCCC Process.

47. The Bureau emphasized that contributions for workshops should be distributed equitably to ensure that a balanced package of workshops are convened, reflecting the interest of all Parties. A common "workshop fund" has also been suggested. It was noted that the output of a number of workshops was linked to items on the agendas of the subsidiary bodies, and failure to obtain funding could affect the discussions within the subsidiary bodies.

48. In the light of the important role played by workshops, the increase in requests for workshops and the funding difficulties, the SBI may wish to consider and make a recommendation to the COP on options for improving and streamlining the requests for workshops, and ensuring adequate funding thereof, bearing in mind implications for the work of Parties and the secretariat.

## V. BUDGET FOR CONFERENCE SERVICES

49. The COP, by its decision 6/CP.6 on the institutional linkage of the Convention secretariat to the United Nations, invited the United Nations General Assembly (UNGA) to decide at its fifty-sixth session on the issue of meeting the conference-servicing expenses of the Convention from its regular budget, taking into account the views expressed by member States.

50. In November and December 2001, the Second Committee of the UNGA considered the agenda item entitled "Protection of global climate for present and future generations of mankind". A document on the programme budget implications (A/C.2/56/L.50) was presented to the Second Committee for its consideration under this agenda item. This document stated that it is no longer possible to provide a full range of conference servicing to the UNFCCC COP and its subsidiary bodies during the biennium 2002-2003 from within the resources proposed under the General Assembly Affairs and Conference Services Programme Budget for 2002-2003. The document proposed a change in the financial arrangements whereby the United Nations "Secretariat, through the United Nations Office in Geneva, would continue making available to the Convention's intergovernmental bodies and its secretariat the full range of support services, as and when it may be required, provided that those services are extended on a reimbursable basis".

51. The Fifth Committee, which has responsibility for the consideration of finance and budgetary matters, was not presented with the document (A/C.2/56/L.50), nor had it considered this particular matter by the time it adjourned its meeting on 24 December 2001. The General Assembly, on the basis of the report of the Fifth Committee (A/56/737), adopted resolution A/RES/56/242 entitled "Pattern of conferences", which approved the draft biennial calendar for conferences and meetings of the United Nations for 2002-2003 (A/56/32), as submitted by the Committee on Conferences. The draft biennial calendar includes the meetings of the subsidiary bodies of the COP as well as the eighth and ninth sessions of the COP of the UNFCCC in the calendar for the biennium 2002-2003. The resolution also "authorized the Committee on Conferences to make any adjustments to the calendar of conferences and meetings for 2002-2003 that may become necessary as a result of actions and decisions taken by the General Assembly at its 56th session".

52. The United Nations Secretariat has advised the UNFCCC secretariat that the situation as regards financing of conference servicing for the UNFCCC is unclear, and that it intends to raise this matter at the Fifth Committee at the resumed session of the General Assembly. The Fifth Committee is expected

to consider the biennial calendar of meetings and conferences and the budgetary and financial implications at its meeting in May 2003, and is expected to clarify whether the conference-servicing expenses of the Convention for the biennium 2002-2003 are to be covered by the budget of the United Nations.

53. The Conference of the Parties, by its decision 38/CP.7, on the programme budget for the biennium 2002-2003, approved a contingency budget for conference services in the event that the UNGA decides that the UNFCCC should finance its own conference services. The implementation of this contingency budget would result in an increase of over seventeen per cent in the core budget contributions of Parties.

54. The Executive Secretary will provide an oral report on the latest developments concerning the conference services budget. In the light of the information provided, the SBI may wish to consider any financial implications of the General Assembly decision and to take any action it deems necessary.

## VI. DATE AND VENUE OF THE NINTH SESSION OF THE CONFERENCE OF THE PARTIES

### A. Date

55. Article 7, paragraph 4, of the Convention provides that ordinary sessions of the COP shall be held every year unless otherwise decided by the Conference of the Parties. Accordingly, COP 9 should take place in 2003, unless otherwise decided by the Parties. The calendar of meetings adopted at COP 7 includes a sessional period from 1 to 12 December 2003, and implies that COP 9 could be convened during that period.

### B. Venue

56. Rule 3 of the draft rules of procedure, being applied, states that "sessions of the Conference of the Parties shall take place at the seat of the secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the Parties".

57. Since the planning of sessions away from the secretariat's headquarters takes time for both the host Government and the secretariat, any potential host Governments of COP 9 are encouraged to come forward with an offer that could be considered by the SBI at its sixteenth session and by COP 8. Such offers should be made on the understanding that the host Government would cover the incremental costs of meeting away from Bonn. A decision on the venue of COP 9 must be adopted at COP 8.

Annex I

## EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES: POSSIBLE ELEMENTS OF A PROVISIONAL AGENDA

1. Opening of the session:
   - (a) Statement by the President of the Conference at its seventh session;
   - (b) Election of the President of the Conference at its eighth session;
   - (c) Statement by the President;
   - (d) Addresses of welcome;
   - (e) Statement by the Executive Secretary.
2. Organizational matters:
   - (a) Status of ratification of the Convention and its Kyoto Protocol;
   - (b) Adoption of the rules of procedure;
   - (c) Adoption of the agenda;
   - (d) Election of officers other than the President;
   - (e) Admission of organizations as observers;
   - (f) Organization of work, including the sessions of the subsidiary bodies;
   - (g) Date and venue of the ninth session of the Conference of the Parties;
   - (h) Calendar of meetings of Convention bodies, 2003-2007;
   - (i) Adoption of the report on credentials.
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
   - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
   - (b) Report of the Subsidiary Body for Implementation.
4. Review of implementation of commitments and of other provisions of the Convention:
   - (a) Financial mechanism:
     - (i) Report of the Global Environment Facility;
     - (ii) Funding under the Convention;
     - (iii) Review of the financial mechanism;
     - (iv) Any other matters.
   - (b) National communications:
     - (i) National communications from Parties included in Annex I to the Convention;

(ii) Greenhouse gas inventories from Parties included in Annex I to the Convention;

(iii) National communications from Parties not included in Annex I to the Convention.

(c) Capacity building;

(d) Development and transfer of technologies;

(e) Implementation of Article 4, paragraphs 8 and 9, of the Convention;

(f) Activities implemented jointly under the pilot phase;

(g) Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions.

5. Follow-up to the World Summit on Sustainable Development.

6. Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention.[3]

7. Request from a group of countries of Central Asia and the Caucasus, Albania and Moldova regarding their status under the Convention.

8. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol:

(a) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties;

(b) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol;[4]

(c) Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions.

9. Report of the executive board of the clean development mechanism.

10. Administrative and financial matters:

(a) Audited financial statements for the biennium, 2000-2001;

(b) Income and budget performance in the biennium, 2002-2003;

(c) Implementation of the Headquarters Agreement;

(d) Procedure for the appointment of an Executive Secretary.[5]

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[3] Following the inability of the Conference of the Parties at its fifth session to reach any conclusion on this matter (FCCC/CP/1999/6, para. 18), and following rule 10 (c) and rule 16 of the draft rules of procedure being applied, an item entitled "Second review of the adequacy of Article 4.2 (a) and (b) of the Convention" was included in the provisional agenda for the sixth and seventh sessions. Attached to this item was a footnote reflecting a proposal made at the fifth session by the Group of 77 and China to amend this item to read "Review of the adequacy of implementation of Article 4, paragraph 2 (a) and (b) of the Convention". At its seventh session, the Conference of the Parties decided to include this item in the provisional agenda for its eighth session, accompanied by an appropriate explanatory footnote (see FCCC/CP/2001/13 paras. 29-30).

[4] Included at the request of Saudi Arabia.

[5] Included at the request of the Bureau.

11. Statements:

    (a) Statements by ministers and other heads of delegation of Parties;

    (b) Statements by Observer States;

    (c) Statements by intergovernmental organizations;

    (d) Statements by non-governmental organizations.

12. Other matters.

13. Conclusion of the session:

    (a) Adoption of the report of the Conference on its eighth session;

    (b) Closure of the session.

Annex II

## EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES: TENTATIVE OVERVIEW OF THE SESSIONAL PERIOD

| Monday 21 October | Tuesday 22 October | Wednesday 23 October | Thursday 24 October | Friday 25 October | Saturday 26 October |
|---|---|---|---|---|---|
| | | Opening plenary of eighth session of the Conference of the Parties<br><br>Opening of the seventeenth sessions of the subsidiary bodies | Seventeenth sessions of the subsidiary bodies | | |
| **Monday 28 October** | **Tuesday 29 October** | **Wednesday 30 October** | **Thursday 31 October** | **Friday 1 November** | **Saturday 2 November** |
| Seventeenth sessions of the subsidiary bodies<br><br>*COP 8 Plenary meeting* | | Opening of high-level segment | High-level segment continues | COP 8 concludes: Adoption of decisions and conclusions | |

Annex III

## CALENDAR OF MEETINGS FOR THE SESSIONAL PERIOD 2003-2007

The Conference of the Parties, at its seventh session, adopted the calendar of meetings of Convention bodies for the years 2002-2007 (see FCCC/CP/2001/13/Add.4, section V). The calendar of meetings of Convention bodies for the period 2003-2007 is as follows:

*2003*

- First sessional period: from 2 to 13 June 2003;
- Second sessional period: from 1 to 12 December 2003.

*2004*

- First sessional period: from 14 to 25 June 2004;
- Second sessional period: from 29 November to 10 December 2004.

*2005*

- First sessional period: from 16 May to 27 May 2005;
- Second sessional period: from 7 to 18 November 2005.

*2006*

- First sessional period: from 15 May to 26 May 2006;
- Second sessional period: from 6 to 17 November 2006.

*2007*

- First sessional period: from 7 May to 18 May 2007;
- Second sessional period: from 5 November to 16 November 2007.

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